



REQUEST FOR QUALIFICATIONS

The City of Berea (City) intends to enter into an agreement with an experienced engineering consultant to provide routine surveying and engineering services on an as-needed basis. Respondents are asked to submit a Statement of Qualifications demonstrating the firm's ability to provide the required services. The SOQ will be evaluated and the top ranked firm will be invited to enter into a Continuing Services Agreement with the City. The City reserves the right to invite multiple firms to short-list interviews prior to making a final ranking. The SOQ will be evaluated on the following (TOTAL POSSIBLE POINTS: 100):

Firm Experience: 30 Points

This section should include a summary demonstrating the responding firm's qualifications to satisfy all the technical areas identified in the Scope of Work. The respondent should demonstrate verifiable experience for excellence and an outstanding record of work on projects of a similar nature.

Personnel Experience: 30 points

This section should include qualifications of key personnel to be assigned to this project, including education, certification(s), licensing profiles and experience on similar projects. Project manager(s) and senior staff shall be identified.

Familiarity with the City: 30 points

Respondents should state their familiarity with the City of Berea and its stormwater and transportation infrastructure.

References: 10 Points

A representative list of clients with contact names and telephone numbers must be included. The list should include details of what services were conducted for each client and the dates of service. Emphasis should be on listing work for communities in Kentucky.

Proposal Submission:

Interested firms should submit five (5) copies of their qualifications to:

Mr. David Gregory, City Administrator
City of Berea
212 Chestnut Street
Berea, Kentucky, 40403

Submittal must be received no later than 4 P.M., on Monday, November 9, 2020. Firms having questions concerning this Request for Submittals of Qualifications should contact David Gregory, Berea City Administrator, at 859-986-8528.

Late Proposals:

Proposals received after the time and date specified above will not be considered and will be returned to the Consultant.

Rejection of Proposal:

Unsigned proposals or proposals signed by an individual not authorized to bind the prospective Consultant will be rejected.

Rights Reserved:

This SOQ does not commit the City to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The City reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified Consultant, or to modify or cancel in part or in its entirety the SOQ if it is in the best interest of the City to do so.

Selection Method

A committee of personnel from the City of Berea will be used to evaluate Statement of Qualification submittals and select up to three firms for further interview, or to waive the interviews and select the most qualified consultant.

Background

The City of Berea is requesting the services of an engineering consulting firm which specializes in assisting municipalities with a variety of services, as listed in the Scope of Work below. Berea is located in southern Madison County and has a population of approximately 16,000. The City has experienced rapid growth in the past and has implemented numerous infrastructure improvement projects to enhance the livability of the community such as roadway improvements, storm water management, shared use path facilities, and community parks. The selected consultant will assist the City in implementing future projects.

Scope of Services

The following work elements may be performed by the selected consultant, at the request of the City. The City reserves the right to procure services from other consultants on a case-by-case basis.

1. Land surveying
2. Stormwater / drainage improvements
3. Roadway improvements
4. Bicycle and pedestrian facilities

5. Assisting City staff with Municipal Separate Storm Sewer System (MS4) permit compliance
6. Assisting City staff in reviews of development plans, plats, and other private development plans prepared by others
7. Other civil engineering / infrastructure needs of the City
8. Assisting Berea Municipal Utility (BMU) with any project including, but not limited to sanitary sewer collection system, water distribution system, general electrical distribution, land surveying and easement acquisitions, or other civil engineering / infrastructure needs of the Berea Municipal Utility.

The work will involve the preparation of construction documents suitable for bidding infrastructure projects including cost estimates, permitting, development of easements and plats, and may include assistance in procuring right-of-way and easements. The consultant will manage the bidding phase of each infrastructure project and provide limited construction administration. Resident representation will generally be performed by City staff, but the consultant may be requested to provide these services on a case-by-case basis.

The successful proposer must execute a City Attorney approved contract within fifteen (15) days of receipt from the City of Berea. The contract will begin effective December 1, 2020. If the contract is not executed within ten (10) days, the City reserves the unilateral right to cancel it.

SOQ REQUIREMENTS

Statements of Qualifications shall contain the following information, and shall not exceed twenty (20) single-sided pages with a font no smaller than 11-point:

1. Introductory Letter (included in the page count)
2. Capability and Experience of Consultant
Consultant shall provide the following information:
 - General information about the firm
 - Listing of any approved prequalification's for professional services with the Kentucky Transportation Cabinet
 - Detailed organizational chart depicting the consultant's hierarchy and relevant staff members for the types of services expected to be performed. Any services to be provided by a separate subconsultant shall be so noted, without specifying the name of the subconsultant
 - Resumes and qualifications of key Consultant staff
3. Past Performance
 - Consultant shall provide written descriptions for at least eight (8) past projects that

relate to the types of work listed above

- If not included in the project descriptions, the Consultant shall also include in their proposal a list of at least four (4) organizations which can be used as references for performance of similar services. References shall include the client name, contact person, phone number, and dates that similar services were performed.